



*American Citizen Services
Consular Section, U.S. Embassy Pristina*

Dear Applicant,

Thank you for making an appointment for a notary service at the U.S. Consular Section in Pristina.

Preparation for a Notary Appointment

- Bring a valid government-issued photo ID (passport, U.S. state driver's license, or military ID card)
- Make sure you understand your document. We are not allowed to explain the contents to you.
- Please complete the document with the names, places, and dates before you arrive.
Do not sign the form. You will sign it in front of a Consular Officer. We cannot notarize blank documents, or documents missing pages.
- Please mark where you and the notary need to sign. The Consular staff cannot advise you.
- \$50 per notary seal in the document. All fees are payable in U.S. Dollars or euros at the Embassy's exchange rate. A combination of U.S. Dollars and euros cannot be accepted. All fees are CASH ONLY.
- If your document requires witnesses, you are responsible for providing these witnesses. Please include their names on your appointment request. Consular staff are prohibited from serving as witnesses.

Authenticating Documents Issued in Kosovo

The primary purpose of an authentication, which is a governmental act by a U.S. consular officer, is to certify the official seal, signature and/ or authority of foreign officials who perform an official act with regard to a document that is to be used in the United States.

Please contact [Kosovo Ministry of Foreign Affairs / Consular Department](#) to check if your document can be authenticated, before scheduling an appointment with U.S. Embassy Pristina. Only authentication requests for originally signed documents from certain Department of Foreign Affairs officials can be authenticated.

Authenticating Documents Issued in the USA

The Embassy CANNOT, by law, under any circumstances, authenticate a U.S. document. This includes birth certificates, marriage licenses, divorce decrees, educational records, driver's licenses and etc., regardless of whether the documents have been notarized in the United States. Under the Hague Convention on Legalization of Foreign Public Documents, an "Apostille" by a U.S. clerk of court of a State Secretary or State certifies authenticity of a U.S. document.

To authenticate a document for use in a country where the Apostille Convention is not in force, like Kosovo, visit the U.S. Department of State [Authentications Office](#) website.

Tips for smooth visit at the Consular Section

Please remember not to bring mobile phones or any electronic devices (such as Blackberries, iPods, or smartphones), or food/drinks, as they are not allowed within the Embassy. We also strongly advise that you do not bring large bags, such as backpacks or suitcases to the Embassy as there is no place to store them.

We encourage all U.S. citizens to register with the embassy in order to obtain updated information on local travel and security. To register your visit with the U.S. Embassy in Pristina, please visit: <https://step.state.gov>.

Best regards,
American Citizen Services
Consular Section
United States Embassy Pristina